

ER-5-2360

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FEB 18 1954

MEMORANDUM FOR: Assistant Director for Personnel

THRU: Acting Deputy Director (Administration)

SUBJECT: Airplane Travel Accommodations

REFERENCE: Memorandum for Director of Central Intelligence, from Assistant Director for Personnel, subject as above, dated 9 Feb. 1954, with Staff Study, subject, Airplane Accommodations attached.

1. Reference staff study considers the problem, "should the Agency require employees to use air coach or tourist class facilities, when they are available, rather than first-class air travel facilities".

2. This study has been reviewed in accordance with your request of 12 February 1954.

3. The Logistics Office recommends concurrence with the recommendation contained in paragraph 5a of the staff study which states: "It is recommended that; the Agency not establish a policy advocating second-class travel".

4. This Office recommends non-concurrence with the recommendation contained in paragraph 5b of the staff study, for the following reasons:

a. The proposed Notice states "air coach or tourist class accommodations will be used rather than first-class air travel when operationally desirable", and further states, "air coach or tourist travel will not be used in any case in which a traveler and his dependents, if any, are eligible under Agency regulations for a sleeping berth obtainable only under available first-class accommodations". The Logistics Office concurs that any type travel required for operational purposes should be utilized. However, to utilize second-class air travel for operational purposes and then to allow for deviation from this class of air travel for the purpose of obtaining first-class sleeping accommodations would obviate the necessity for travel in the lower class for operational reasons.

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b. Under present procedure, should the use of air coach or tourist class air accommodations be required for operational purposes such as is being utilized. Inasmuch as such air transportation costs less than first-class, no specific authorization such as this proposed Notice is necessary.

c. Section 10, Public Law 600, and Standardized Government Travel Regulations, authorize all Government employees the lowest first-class rate by the transportation facility used. It is felt that to limit Agency employees to second-class transportation facilities for other than operational purposes would in a short time reveal that one agency of the Government was utilizing a different class of transportation and would eventually identify many of our people traveling by air.

d. It is standard government practice to authorize first-class travel, a policy of utilizing both first-class and second-class travel is likely to have an adverse effect on employee morale and would tend to create inequities because inevitably, employees would be authorized different accommodations for the same type of travel.



JAMES A. GARRISON  
Chief of Logistics

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, TAS, Office of the Comptroller

NO.

DATE

19 February 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Deputy Comptroller			23 Feb 54		Concurrence
2. Comptroller			23 Feb 54		Signature
3. A/DD/A					
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